



Policy # TS-007

Policy Title: Approach Construction

Policy Objective:

To regulate the construction, modification and maintenance of approaches in the municipality.

Authority:

Council Resolution #: 48/21

Council Resolution #: 316/22

Council Resolution #: 381/25

Date Approved: February 9th, 2021

Date Approved: October 3, 2022

Date Approved: December 9, 2025

DEFINITIONS

In this bylaw:

- a) **Approach:** An improved surface that serves as a private crossing of a municipal right-of-way.
- b) **Applicant:** A landowner or an authorized representative of the landowner applying for an approach.
- c) **Culvert:** A sub-surface pipe of Canada 3 G401-M81 approved corrugated steel, or any other such material approved by the Foreman or designate, which acts as a conduit for water.
- d) **Ditch:** The channel located within the road right-of-way, including the side slopes up to the edge of the shoulder on the one side and up to the property line of the adjacent property on the other side.
- e) **Foreman:** The Foreman of Public Works or a designate of the Foreman of Public Works.
- f) **Grade:** The percentage (%) rate of the rise or fall of the approach with respect to the horizontal.
- g) **Intersection:** The area within the projection or connection of the lateral boundary lines of two or more highways that meet one another at an angle whether or not one highway crosses the other.
- h) **Landowner:** The owner of the property to which the approach would or does grant access.
- i) **Municipality:** The Rural Municipality of Rosedale No. 283.
- j) **Non-conforming approach:** An approach constructed on or after the date on

which this policy comes into force that does not comply with the conditions contained within this policy.

- k) **Parcel (of Land):** a $\frac{1}{4}$ section, lot, parcel, block or other tract of land in a certificate of title or described in a certificate of title by reference to a plan filed or registered in a land titles office that is occupied or may be occupied by a structure or structures or that is used for agricultural, commercial, or other purposes.
- l) **Road right-of-way:** The portion of the road allowance from the edge of the roadway to the property line of the adjacent property, including shoulder and ditch.
- m) **Roadway:** The portion of a public highway designed for vehicular travel.
- n) **Shoulder:** That part of a highway immediately adjacent to the roadway having a surface of asphalt, concrete, or gravel, for the use of vehicles.

CONSTRUCTION OF FIRST APPROACH

1. The Municipality will construct the first approach to a parcel. This includes all material costs, equipment rentals or purchases, labour, and any other costs required to complete construction.
2. The applicant shall be responsible to locate all existing utilities within the right-of-way and ensure that construction does not result in any damage or interference.
3. All approaches shall be constructed:
 - a) with clean earth, free from objectionable material such as organic matter, frozen soil, topsoil, stumps, trees and rock.
 - b) at least 85 meters (280 feet) away from the centerline of an intersection;
 - c) at an angle of 90 degrees to the roadway centerline;
 - d) have a minimum top width of 7 meters (23 feet) and 5:1 side slope as specified in drawing A-A and B-B, attached as Schedule B; and
 - e) to slope away from the roadway with a grade slope between 5 and 6 %.
4. Material from within the municipal road right-of-way shall not be used for construction of the approach.
5. No approach shall be constructed in such a manner as to restrict sight lines or in any way adversely affect traffic safety.
6. The approach shall be constructed with no resulting damage to the road shoulder, road surface, side slopes and/or ditches.
7. If needed, culverts shall meet or exceed the minimum size stated in the written notice of approval. Culverts must be installed true to grade and in accordance with the installation specifications in Drawing A-A and B-B, Schedule B. Riprap shall be

installed where necessary to prevent erosion.

CONSTRUCTION OF SECOND OR SUBSEQUENT APPROACHES

8. Once the first approach has been constructed by the Municipality, all construction and costs associated with any additional approaches are the responsibility of the Applicant.
9. If an Applicant wishes to upgrade an existing approach to a parcel, all related construction and costs are the responsibility of the Applicant.
10. All second or subsequent approaches must conform to the standards in Sections 2 through 7.

MAINTENANCE AND REPLACEMENT

11. When a culvert originally installed and paid for by the Municipality under Section 1 reaches the end of its useful life, collapses, or requires replacement as determined by the Foreman, the Municipality is responsible for replacement and all associated costs.
12. When a culvert originally installed and paid for by an Applicant under Sections 8 or 9 reaches the end of its useful life, collapses, or requires replacement as determined by the Foreman, the Applicant is responsible for replacement and all associated costs.

APPLICATION FOR APPROACH APPROVAL:

13. No person shall construct, relocate, or alter an approach without first obtaining a written notice of approval from the Municipality.
14. Applications must be submitted by the landowner or an authorized representative.
15. Each application must include a \$50.00 fee and a completed *Application for Standard Approach Approval* (Schedule A). The proposed approach location must be staked and shown on the diagram included in the application.
16. The \$50.00 fee is waived for applications requesting the first approach to a parcel.
17. After inspection, if the Foreman is satisfied that the proposed approach meets the requirements of this policy, the Administrator shall issue written approval, including any special conditions and, if required, the minimum culvert size.

18. All approaches must be constructed in accordance with all municipal and government regulations and must comply with the conditions in the written notice of approval.

19. Applicants shall not:

- i. begin construction before receiving written approval;
- ii. continue construction beyond **six (6) months** from the date of approval, unless otherwise specified.

Delays or costs resulting from failure to plan accordingly shall be borne by the Applicant. If cleanup is not completed within the specified period, Public Works may complete the work and invoice the landowner for costs plus a 20% surcharge.

NON-CONFORMING APPROACHES

20. When a non-conforming approach is identified, the Municipality shall issue written notice to the landowner specifying the required remedial work.

21. If the landowner fails to complete the remedial work within 30 days (or a shorter period if safety concerns exist), the Foreman may order the work completed at the landowner's expense. All Municipal costs shall be charged to the landowner, including a 20% penalty surcharge.

CLOSURE OF AN APPROACH

22. Any person who closes an approach must reinstate the shoulder and ditch to Municipal standards at their own expense. Failure to do so will result in the approach being deemed non-conforming.

APPROACH MODIFICATIONS REQUIRED FOR PUBLIC WORKS

23. Where the Municipality undertakes construction or reconstruction work that affects an approach, the Municipality shall reconstruct the approach at no cost to the landowner.





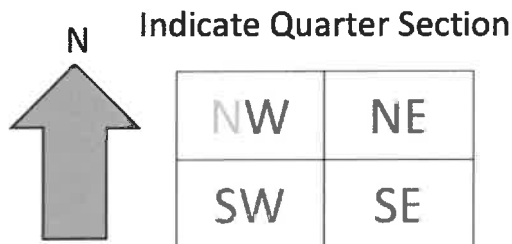
Reeve



Administrator

Application for Standard Approach Approval

Please provide a detailed diagram of the location of the new approach, including locations of flags/stakes. Google Map with indicators or site plan will be acceptable. **The location must be staked/flagged, the completed application form, and \$50 fee received at the Municipal Office located at PT NW-36-30-04 W3 R.M. of Rosedale No. 283, SK, SOG 2E0 BEFORE it can be processed.**



TWP _____ RGE _____

Indicate distance (m) from adjacent properties and road names and any other distinguishing features (ie: house, trees, water etc.)

Legal Land Location:

Applicant Name:

Billing/Mailing Address:

Contact Phone:

Contact E-mail:

Applicant Signature:

Please Note:

- If a Culvert is required for a new approach, the size will be determined by the Municipality.
- The Municipality is not obligated to construct or provide compensation for the construction of an approach.
- All approaches must conform to Policy # TS-007

Land Owner Info (if not applicant):

Name:

Phone:

Signature:

FOR OFFICE USE ONLY

Date of Inspection:

Approved:

YES

NO

Culvert Size:

_____mm

Staff Name:

Date Response Letter Sent to Applicant:

APPLICATION FOR STANDARD APPROACH APPROVAL

APPLICATION PROCESS

Applications must be submitted by the landowner of the property to which the approach provides or will provide access, or by an authorized representative of the landowner. Each application shall include a completed *Application for Standard Approach Approval* and a **\$50.00 application fee**. The \$50.00 fee is waived for applications requesting the first approach to a parcel.

The Applicant must stake or flag the proposed approach location and must indicate the staked locations on the diagram included with the application form.

If written notice of approval is issued, construction must be completed within six (6) months of the approval date, or within any alternative time frame specified in the written notice. Failure to complete construction within the allotted time may require the Applicant to submit a new application and pay a new application fee.

All approach construction must comply with:

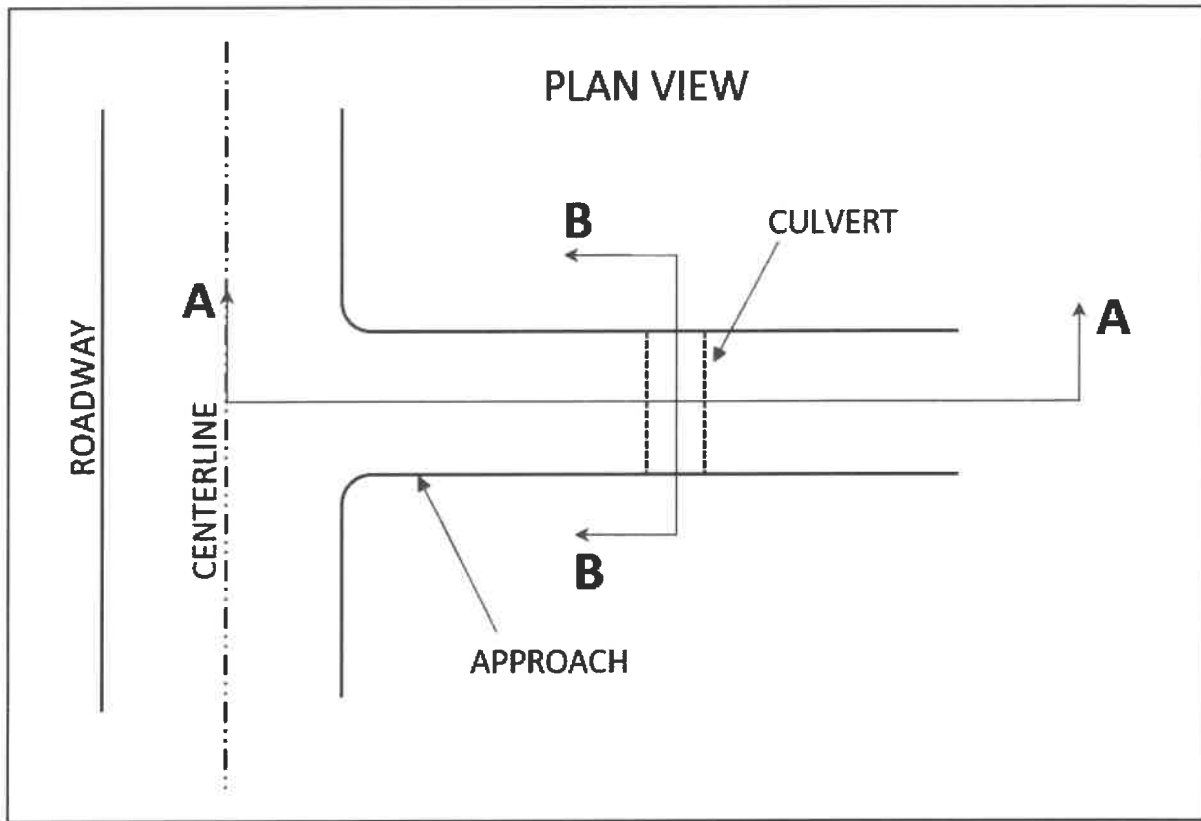
- the conditions outlined in the written notice of approval;
- the general regulations set out in this policy; and
- all applicable municipal bylaws, policies, and government regulations.

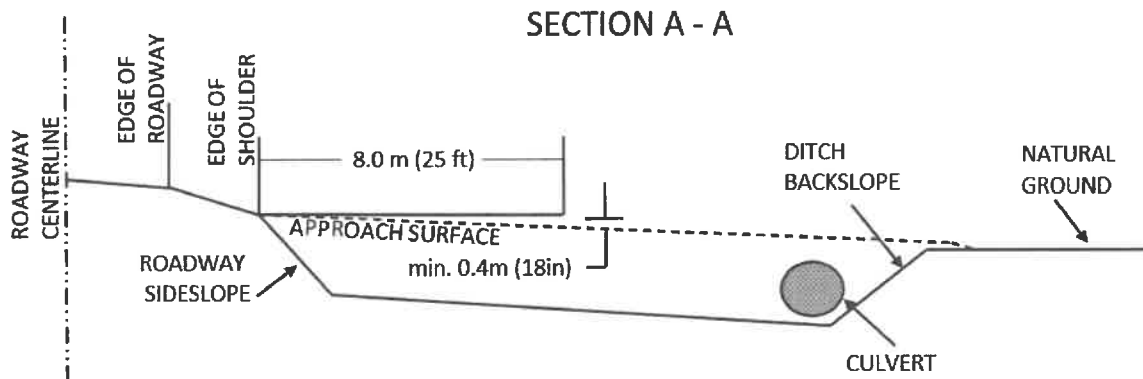
GENERAL REGULATION

1. The applicant shall be responsible to locate all existing utilities within the right-of-way and ensure that construction does not result in any damage or interference.
2. All approaches shall be constructed:
 - a) with clean earth, free from objectionable material such as organic matter, frozen soil, topsoil, stumps, trees and rock.
 - b) at least 85 meters (280 feet) away from the centerline of an intersection;
 - c) at an angle of 90 degrees to the roadway centerline;
 - d) have a minimum top width of 7 meters (23 feet) and 5:1 side slope, as specified in drawing A-A and B-B, attached as Schedule B; and
 - e) to slope away from the roadway with a grade slope between 5 and 6 %.
3. Material from within the municipal road right-of-way shall not be used for construction of the approach.
4. No approach shall be constructed in such a manner as to restrict sight lines or in any way adversely affect traffic safety.
5. The approach shall be constructed with no resulting damage to the road shoulder, road surface, side slopes and/or ditches.
6. If needed, culverts shall meet or exceed the minimum size stated in the written notice of approval. Culverts must be installed true to grade and in accordance with the installation specifications in Drawing A-A and B-B, Schedule B. Riprap shall be installed where necessary to prevent erosion.

SCHEDULE "B"

STANDARD APPROACH PLAN VIEW AND SECTION A-A & B-B

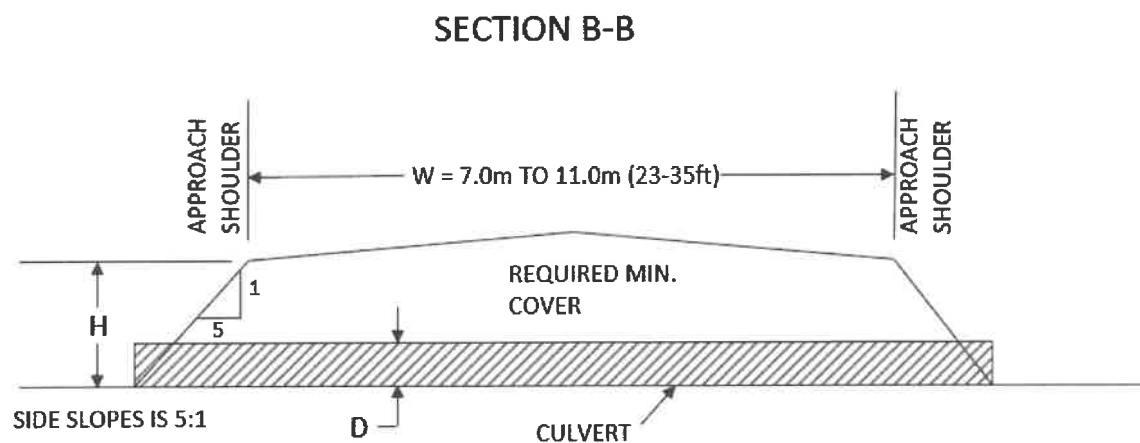




1. Approach must slope away from roadway so that 8.0m from the roadway shoulder edge the approach surface is a minimum of 0.4m below the shoulder edge.
2. Culvert should be located against the ditch backslope.

MINIMUM COVER OVER CULVERT

CULVERT SIZE	MIN. COVER
400mm (16in)	0.3m
500mm (18in)	0.4m
600mm (24in)	0.4m



W = WIDTH OF APPROACH TOP
H = HEIGHT OF APPROACH
D = CULVERT DIAMETER
L = CULVERT LENGTH

CULVERT LENGTH
 $L = W + 10 (H-D)$

EXAMPLE: 10m WIDE APPROACH
 1.0m HIGH WITH A 500mm
 CULVERT

$L = 10m + 10(1m - 0.5m)$
 $L = 10m + 10(0.5m)$
 $L = 15m$